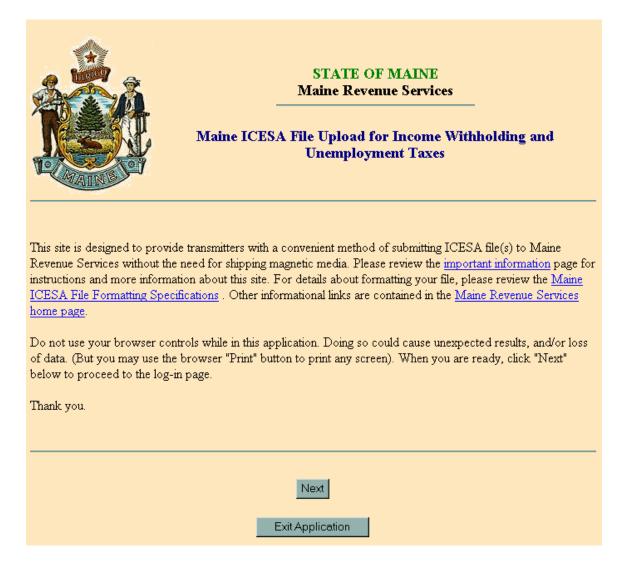# Using the Maine ICESA Upload web application to upload a Withholding or Combined Withholding and Unemployment file

This document explains how to use the Maine ICESA Upload application. Each relevant web page utilized during the upload process is presented along with descriptive commentary about that page.

Welcome Page

The Welcome page is presented when you launch the ICESA Upload application; it contains a link to instructions for using the web application, a link to the ICESA rules for Maine and a link to the MRS home page.

Information Page

The Information page provides general information about the ICESA Upload application.

Maine ICESA File Formatting Specifications

The ICESA Upload and Magnetic Media Filing Specifications page provides a link to specific information about the nature, content and format of the Withholding and Unemployment files. To access the information, click on the ICESA Specifications for Filing Withholding and Unemployment Contributions or the ICESA Specifications for Leasing Companies.

Registration

REGISTRATION AND SELECT ACTIVITY

About ICESA Upload

Information about ICESA Format

In order to upload your *ICESA file*, you must complete the following information and select an activity to continue. You will not be able to upload your file until **all** information is entered correctly.

Your Logon ID and password must be entered precisely (case-sensitive).

i Logon ID	[ ]	*(Between 6 and 16 characters - numbers or letters only)*
i Password	[ ]	*(Between 6 and 16 characters - numbers or letters only)*
I forgot my Password		
i Select Activity	Select an Activity ▾	

When you are finished, use the [Submit] button to continue.

[Submit]

[Cancel]   [Exit Application]

The Registration page allows you (the transmitter) to log on to the ICESA Upload application, to get help about the application and the ICESA rules (by clicking on links at the top of the page), to obtain your password, and to perform several activities (using the Select Activity drop down menu).

The first time you use the application, each user is responsible for choosing a secure Logon ID and password. You will also need to confirm your password and enter additional information to identify you as transmitter, including your Federal EIN. (Instructions are on the following page.)

Rules for creating a unique username:
- Must be 6-16 characters
- May use a combination of letters or numbers only
- Cannot contain spaces
- Cannot be a duplicate of your password

Additional suggestions:
- If the username you've chosen is already taken, try adding a number (such as "jsmith1" instead of "jsmith").
- Use a phrase (without any spaces between words).

As transmitter, you will need your Logon ID and password each time you want to sign in to your account. In the event that you lose your Logon ID, contact the Withholding Unit directly.

First Time Logon

CONFIRM PASSWORD

Please verify your password in the space below, and provide the contact information requested. This will enable us to serve you more efficiently.

i Confirm password	********
i Transmitter Federal EIN	000000001
i Transmitter Name	Test Transmitter
i Contact name	Joe Transmitter
i Phone number	2071231234 *(Use numbers only. EXAMPLE: 2071231234)*
i E-mail address	joe@transmitter.com *If none enter "NONE"*

Submit

Cancel   Exit Application

The first time you use the application as a transmitter, you may choose "Upload File", and the application will take you to the Confirm Password screen.

ICESA Upload collects information to identify you so MRS can contact you if necessary and to authenticate you when you use the application in the future. The transmitter Federal EIN must match the Transmitter (A) Record, location 6 – 14.

Password

FORGOT PASSWORD

Logon ID: _____

Transmitter Federal EIN: _____

[i] Phone Number: _____

After you fill in the above information, use the [Submit] button to receive an email with your password.

[Submit]

[Cancel]   [Exit Application]

ICESA Upload gives you three chances to enter the Logon ID and password, then the application logs off. If this happens you can restart the application and ask MRS to send the password via email by clicking on the "I forgot my password" link on the Registration page.

MRS uses the combination of Logon ID and phone number to authenticate (the email address was collected during first time processing). If you do not have an email address or there is any error when you press submit on Forgot Password, call Maine Revenue Services at 207-626-8475, press 1, then choose option 4.

Change Business Information

You can update information about the Transmitter on the Change Business Information screen.

It is important to keep your contact information up to date.

Registration and Select Activity

REGISTRATION AND SELECT ACTIVITY

About ICESA Upload

Information about ICESA Format

In order to upload your *ICESA file,* you must complete the following information and select an activity to continue. You will not be able to upload your file until **all** information is entered correctly.

Your Logon ID and password must be entered precisely (case-sensitive).

i Logon ID		*(Between 6 and 16 characters - numbers or letters only)*
i Password		*(Between 6 and 16 characters - numbers or letters only)*
I forgot my Password		
i Select Activity	Select an Activity ▼	

When you are finished, use the [Submit] button to continue.

Submit

Cancel   Exit Application

In order to move from one activity to the next, you have to reenter your Logon ID and password. The Transmitter may select any of the following activities:

> 1) Change Business Information;
> 2) Upload File (this option can be used to test files);
> 3) Display Confirmed Transmission; or
> 4) Print Pay Voucher(s).

Clicking the Submit button will take you to the appropriate page provided you have entered an appropriate Logon ID and password.

Upload File

SPECIFY A FILE NAME

Information about ICESA Format

Federal EIN	Name	Contact	Phone
000000001	TEST TRANSMITTER	JOE TRANSMITTER	2071231234

Filing Period Quarter: ℹ️ [Fourth Quarter ▾]

Filing Period Year: ℹ️ [2005] *(Format yyyy)*

Total Number Employers: ℹ️ [1]

⊙ ℹ️ Validate and Write File   ○ ℹ️ Validate Only

ℹ️ Please select the file that you would like to upload: [C:\ICESA\ICESAUpload] [Browse...] *(Browse to or key in a fully-qualified file name)*

Choose file

Look in: [ICESA ▾]   ← 🗀 📑 ▦▾

- ICESAUploadDoc.txt
- ICESAUploadDocQ1.txt
- ICESAUploadDocQ2.txt
- ICESAUploadDocQ3.txt
- ICESAUploadDocQ4.txt

History

Desktop

My Computer

My Network P...

File name: [ICESAUploadDocQ4.txt ▾]   [Open]

Files of type: [All Files (*.*) ▾]   [Cancel]

Note t...
if you r...

When ...
to send...

CQR Up...

As transmitter, you specify information about the file (Quarter, Year, and Total Employers) and point to the file you wish to upload with the Browse button, then press Submit.

The file must be a text file, which you may assign any name. Note that the maximum allowed size of an uploaded file for this application is currently 16 megabytes. Contact us if you need to change it.

ICESA Upload warns that the operation may take a while! For very large files, there is a substantial delay (minutes).

Press the OK button on the dialogue box to continue.

The Validate and Write File option will transmit the file, if there are no errors. If there are errors, the entire file will be rejected and the error notices will be seen on the screen in red above the FEIN, Name, and Contact information.

You can choose Validate Only to verify the file without writing it to the MRS database. If there are no errors, the file must be resubmitted using the Validate and Write File option.

Payroll processors can transmit more than one file per quarter if necessary, but only original returns are accepted. Any duplicate Withholding Account ID Numbers across the files on the Employer (E) Record will cause the 2nd and subsequent files to be rejected.

Feedback Examples

SPECIFY A FILE NAME

Information about ICESA Format

- *Employer 00000000100 has already filed for this period*
- *The file ICESAUploadDocQ4.txt does NOT pass the validation edits.*

Federal EIN	Name	Contact	Phone
000000001	TEST TRANSMITTER	JOE TRANSMITTER	2071231234

- *Employee (SSN: 000000001) Period Covered does not Match Employer's (00000000100)*
- *Employee (SSN: 000000002) Period Covered does not Match Employer's (00000000100)*
- *Employee (SSN: 000000003) Period Covered does not Match Employer's (00000000100)*
- *The file ICESAUploadDocQ1.txt does NOT pass the validation edits.*

Federal EIN	Name	Contact	Phone
000000001	TEST TRANSMITTER	JOE TRANSMITTER	2071231234

- *Withholding Employer ID 00000000100 not registered with the State of Maine.*
- *Employer 00000000100 has already filed for this period*
- *Employee (SSN: 000000001) UC Acct Number does not Match Employer's*
- *The Employer Period Covered in the file was not the same as entered*
- *Invalid Total Gross Wages on Final Record*
- *The file ICESAUploadDocQ1.txt does NOT pass the validation edits.*

Federal EIN	Name	Contact	Phone
000000001	TEST TRANSMITTER	JOE TRANSMITTER	2071231234

The file is checked according to ICESA standards and Maine Revenues Services files, and rejected with error messages if it fails to meet the specifications. The system will display only the first 100 error messages.

- Files must have valid account numbers. To accommodate Maine Revenue's combined Income Tax Withholding and Unemployment Contributions system processing requirements, each UC return must include both a withholding and a UC account number. The correct Withholding Account number must be connected to each UC Employer account.
- Any transmittals containing accounts with "applied for" status will be rejected.
- The total withheld on the "T" record must match the accumulated amount acquired by summing the total withheld from each "S" record.

Confirmation

<div style="border:1px solid; background:#f5deb3; padding:1em;">

CONFIRMATION

Thank you.

You have successfully uploaded your Maine ICESA file.

Your Confirmation number is **999000315**

Use the "Select Another Activity" button to return to the Registration and Select Activity screen. Then use the Select Activity menu to "Display Confirmed Transmission". To print a copy of this confirmation number for your records, click the "Print" button on your browser.

[Select Another Activity]

[Exit Application]

</div>

When the file passes all the edits, the file is stored on the Maine Revenue Services database and the confirmation number is shown.

If you are paying by check, choose Select Another Activity to return to the Registration Screen, then in the Select Activity field, choose Print Pay Voucher(s). Detailed instructions begin on page 19.

Display Confirmed Transmission

Your Logon ID and password must be entered precisely (case-sensitive).

[i] Logon ID _____ *(Between 6 and 16 characters - numbers or letters only)*

[i] Password _____ *(Between 6 and 16 characters - numbers or letters only)*

 I forgot my Password

[i] Select Activity [Select an Activity ▼]

When you are finished, use the [Submit] button to continue.

DISPLAY CONFIRMED TRANSMISSION

Federal EIN	Name
000000001	TEST TRANSMITTER

Select a Transmission from the list below and press [Submit]

Conf Num; Period; Dt In

```
999000328; 2005-3; 2006-02-03
999000315; 2005-12; 2006-01-27
```

[Submit]

[Select Activity]   [Exit Application]

When you select Display Confirmed Transmission, a list of prior transmissions is displayed with confirmation number, payment year and qtr paid, and date of the upload. Select the one you wish to view and click the Submit button.

Display Transmission Detail List

DISPLAY TRANSMISSION DETAIL LIST

Federal EIN   **Name**
000000001   TEST TRANSMITTER

Transmission Details

Transmitter Record
Confirmation Number 999000328
Date Transmitted 02/03/2006
Payment Year 2005
Period Covered First Quarter
Final Record
Total Employer Records 1 Total Employee Records 3
Gross Wages $60,000.00

[Select Another Transmission]

[Select Activity]   [Exit Application]

Information about the transmission is displayed in two parts. The first part shows the general Transmission details (including the number of employers, the number of employees and gross wages).

Employer List

Press Button to Select Corresponding Employer	Employer Name	Federal EIN	Unemployment Account Number	Withholding Account Number
[Select]	TEST TRANSMITTER	000000001	0000000001	00000000100

[Select Another Transmission]

[Select Activity]   [Exit Application]

The second part shows a list of employers on the file. By clicking the Select button next to an employer, you can drill down to get more details (about the employer and its employees).

Display Employer Detail List
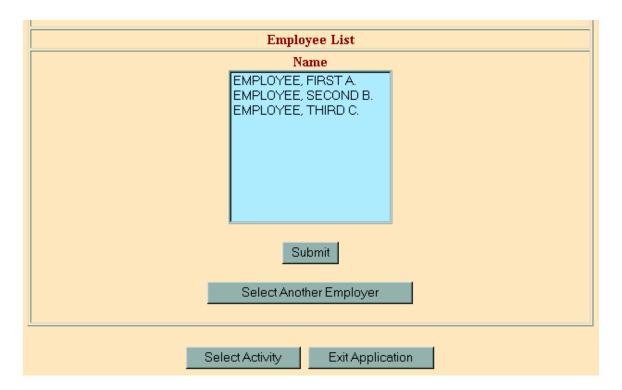
DISPLAY EMPLOYER DETAIL LIST

Federal EIN	Name
000000001	TEST TRANSMITTER

Employer Details

Address		Account Details	
Street	PO BOX TEST 1		
City	AUGUSTA	UC Account Number	0000000001
State	ME	Withholding Account Number	00000000100
Zip	04330-9999		

Total Details

		Total Number of UC Employees	3
Total WH Payees	3	Total UC Wages	$60,000.00
Income Tax Withheld	$6,000.00	Excess UC Wages	$0.00
Withholding Voucher Payments	$0.00	Taxable UC Wages	$60,000.00
Income Tax Withholding Due	$6,000.00	UC Contribution Rate	0
		UC Contributions Due	$600.00
	Total Amount Due	$6,600.00	

When you select the employer you want to view, information about the employer is also displayed in two parts. The first part shows the general Employer details (including the account numbers and wage information).

Employee List

Name

```
EMPLOYEE, FIRST A.
EMPLOYEE, SECOND B.
EMPLOYEE, THIRD C.
```

[Submit]

[Select Another Employer]

[Select Activity]   [Exit Application]

The second part shows a list of employees for this employer. By selecting an employee in the list, then clicking the Submit button, you can drill down to get more details about that employee.

You can click the Select Another Employer button to continue reviewing the material for this transmission. By clicking Select Activity, you can return to the Registration page to select another Activity. Or you can quit the application by clicking the Exit Application button (which means to log out of the application and bring up the MRS home page).

Display Employee Detail

DISPLAY EMPLOYEE DETAIL

Employee Name
EMPLOYEE, THIRD C.

Employee Account Detail	
Withholding Acct Number	00000000100
Reporting Quarter	12-2005
UC Account Number	0000000001
Seasonal Code	N
Total UC Wages	$30,000.00
Maine Income Tax Withheld	$3,000.00

[Select Another Employee]
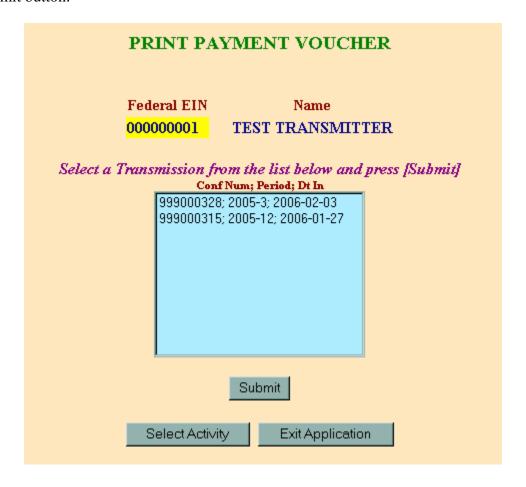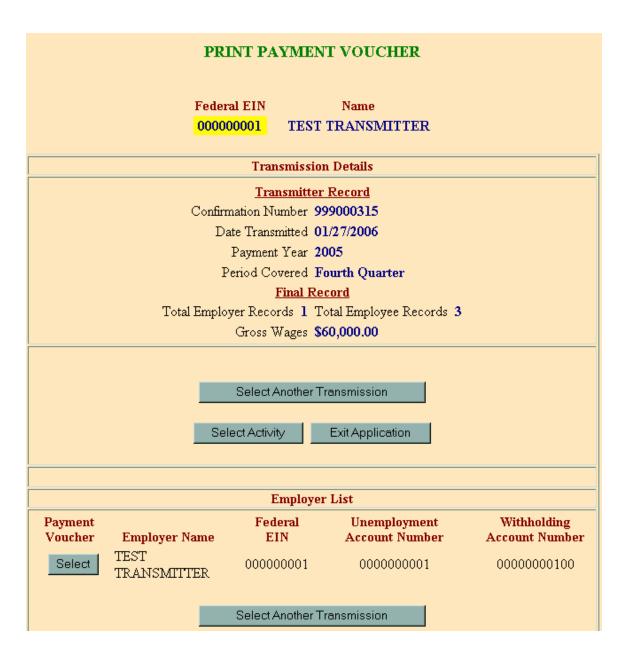
[Select Activity]   [Exit Application]

After reviewing the details you can either look at another Employee's details by choosing Select Another Employee, or click the Select Activity button to return to the Registration page. If you are completely finished, you may click the Exit Application button to go to the MRS home page.

Print Pay Voucher(s)

REGISTRATION AND SELECT ACTIVITY

About ICESA Upload

Information about ICESA Format

In order to upload your *ICESA file,* you must complete the following information and select an activity to continue. You will not be able to upload your file until **all** information is entered correctly.

Your Logon ID and password must be entered precisely (case-sensitive).

ℹ Logon ID   [　　　　　　]   *(Between 6 and 16 characters - numbers or letters only)*

ℹ Password   [　　　　　　]   *(Between 6 and 16 characters - numbers or letters only)*

     I forgot my Password

ℹ Select Activity   [Select an Activity ▾]

When you are finished, use the [Submit] button to continue.

[Submit]

To print a pay voucher, select Print Pay Voucher(s) on the Registration and Select Activity page. This will bring you to a list of confirmed transmissions, from which you can select a transmission by clicking the confirmation number in the list. Then click the Submit button.

PRINT PAYMENT VOUCHER

Federal EIN	**Name**
000000001	TEST TRANSMITTER

Select a Transmission from the list below and press [Submit]

Conf Num; Period; Dt In

```
999000328; 2005-3; 2006-02-03
999000315; 2005-12; 2006-01-27
```

[Submit]

[Select Activity]   [Exit Application]

PRINT PAYMENT VOUCHER

Federal EIN   **Name**

000000001   TEST TRANSMITTER

Transmission Details

Transmitter Record

Confirmation Number **999000315**

Date Transmitted **01/27/2006**

Payment Year **2005**

Period Covered **Fourth Quarter**

Final Record

Total Employer Records **1**   Total Employee Records **3**

Gross Wages **$60,000.00**

[Select Another Transmission]

[Select Activity]   [Exit Application]

Employer List

Payment Voucher	Employer Name	Federal EIN	Unemployment Account Number	Withholding Account Number
[Select]	TEST TRANSMITTER	000000001	0000000001	00000000100

[Select Another Transmission]

The general details about the transmission will be displayed. Click the Select button of the employer for whom you need the pay voucher .

```
                                    ┌─────────────────────────────┐
  ┌───┐  X   Maine Revenue Services │ ║▌║█║▌║█▌║█║▌║█▌║▌║█║▌║█║▌║ │
  │███│      and Department of Labor│                             │
  │███│       Internet Payment Voucher        *0508512*
  └───┘         02-03-2006
  ══════════════════════════════════════════════════════════════

      Account Name    TEST TRANSMITTER
      Withholding Account No.      00000000100    Amount due:        $6,600.00
      UC Employment Account No.    0000000001
      Period Covered               10-01-2005 - 12-31-2005
      File on or Before            01-31-2006     Amount Remitted:   _____

    ┌──────────────────────────────────────────────────────────────┐
    │ Make checks payable to Treasurer, State of Maine in U.S. funds │
    │   and write your account number on your check                  │
    └──────────────────────────────────────────────────────────────┘

  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
                          Cut on dotted line.

  Mail To:

        MAINE REVENUE SERVICES
        INCOME TAX DIVISION
        PO BOX 9103
        AUGUSTA ME 04332-9103

  Print this voucher out using the print button on your browser. Cut off and mail the top portion with payment
                          to the address above.

                              ┌────────┐
                              │  Back  │
                              └────────┘
```

Use the browser controls to print the voucher, then click the Back button on the web page. Do not use your browser's back button.